

SF 1080, Voucher for Transfers Between Appropriations and/or Funds, Completion Instructions

1. **Department, establishment, bureau, or office receiving funds** - Enter the name and address of your office.
2. **Bill No.** - Enter an agency bill number. (Assigned locally)
3. **Department, establishment, bureau, or office charged** - Enter the name and address of the customer agency.
4. **Article or Services** - Enter the reason for the billing. Include their agreement number and a brief description of the services or materials provided. Attach any further documentation that you think is appropriate.

The billed agency may pay APHIS through IPAC or with a Treasury check. Add a note requesting that they reference the bill number in their remittance.

5. **Amount** - Enter the amount being charged. List each amount separately, if you listed more than one reason for this billing in item #4.
6. **Total** - Enter the total amount of all the charges listed in item #5.
7. **Remittance in payment hereof should be sent to** - Enter the name and address of your office.
8. **Accounting Classification - Office Receiving Funds** - Enter the APHIS accounting code(s) to be credited. If more than one, list the amount to be credited to each accounting code.

Distribution of the completed SF-1080 is as follows:

1. **Original to agency being billed.**
2. **Copy to:**
USDA, APHIS, Accounts Receivable
100 North 6th Street
Minneapolis, MN 55403
Fax: 612-370-2293

Mail or Fax – do not do both.
3. **Copy for your records.**